

## **ADMINISTRATIVE ASSISTANT I**

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the direction of the Parks and Recreation Director, performs a variety of responsible, confidential and complex office duties; including assisting in administrative procedures, managing supplies, processing invoices and other paperwork, carrying out employee relations, assisting and scheduling recreation programs and events, and providing customer service.

### **ESSENTIAL JOB FUNCTIONS**

- Performs office support for the Parks and Recreation Director and Parks and Recreation Supervisors;
- Answers telephone and provides assistance with citizen questions; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments;
- Drafts, word processes, formats, edits, revises a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical charts and tables, and other specialized and technical materials from rough drafts, modified, and brief verbal instructions;
- Utilizes various computer applications and software packages; develops, enters data, maintains, and generates reports from a database or available information; creates mailing lists; designs, creates, formats, and revises worksheets, booklets, brochures and forms using appropriate software;
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments and divisions, the public, and outside agencies; coordinates and arranges special events as assigned; schedules meetings; coordinates arrangements and set up meeting space; notify participants; prepare and/or assemble meeting materials;
- Processes all invoices, tracks items received and services rendered, monitors division budget account balances;
- Orders and monitors purchases of materials and supplies;
- Keeps monthly and yearly time sheets for parks and recreation staff, monitoring vacation, sick, and administrative leave;
- Prepares parks and recreation staff payroll;
- Prepares public notices of parks and recreation meetings, closings, and daily hours;
- Serves as contact person for City human resources division;
- Manages and coordinates reservation and registration system for shelters, campground, programs, aquatic center and answers questions relating to payments;
- Updates website periodically;
- Prepares, compiles, prints, and distributes annual reports;
- Assists with Aquatic Center front desk operations as needed;
- Maintains department vehicles, equipment and fixed asset inventory;
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Methods, techniques and procedures related to assigned area of responsibility.
- Principles and practices of business communication including proper spelling and grammar.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
- Basic structure and functions of a municipal organization.
- Customer service and public relations methods and techniques.
- Administrative standards and etiquette.

### **Ability to:**

- Perform a full range of varied complex, sensitive and highly responsible confidential office support functions of a general or specialized nature.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Communicate clearly and concisely, both verbally and in writing.
- Operate various office equipment and have a high level of computer skills.
- Deal courteously with the public and staff.
- Make decisions and maintain confidentiality in the performance of duties.
- Learn operation of broadcasting and recording equipment for public meetings and various other types of office equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain or obtain exceptional organizational skills.

## **TRAINING, EDUCATION, EXPERIENCE AND QUALIFICATIONS**

Any combination of education and experience equivalent to graduation with Associates Degree and progressively responsible experience in office procedures and public relations would likely provide the required knowledge and abilities is qualifying.

**PHYSICAL REQUIREMENTS**

Key: N= Never O = Occasionally F = Frequently A= Always

	N	O	F	A
LIFTING		X		
TRANSPORTING		X		
PUSHING		X		
PULLING		X		
CLIMBING	X			
BALANCING		X		
STOOPING		X		
KNEELING		X		
CROUCHING		X		
REACHING		X		
HANDLING			X	
FINGERING			X	
FEELING			X	
TALKING				X
HEARING				X
NEAR ACUITY		X		
FAR ACUITY		X		
DEPTH PERCEPTION		X		
COLOR VISION		X		
FIELD OF VISION		X		
TASTING/SMELLING	X			

**ENVIRONMENTAL CONDITIONS**

	N	O	F	A
EXPOSURE TO WEATHER		X		
EXTREME COLD	X			
EXTREME HEAT	X			
WET AND/OR HUMID		X		
NOISE INTENSITY LEVEL		X		
VIBRATION	X			
ATMOSPHERIC CONDITIONS	X			
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK		X		
HIGH EXPOSED PLACES		X		
RADIATION	X			
EXPLOSIVES	X			
TOXIC/CAUSTIC CHEMICALS	X			

**POSITION:**

STANDING: 15%  
WALKING: 25%  
SITTING: 60%

**CONTROLS:**

HAND-ARM: 80%  
FOOT-LEG: 20%

**STRENGTH LEVEL:** 15-25 pounds